

Rider B: Service Coordinator



This document is attached hereto and incorporated into the Provider Agreement which is active and in force at the time of execution of this agreement for:

Individual's Name	Payee name

Definition of Service Coordinator Services: The Service Coordinator has represented to the Department of Elementary and Secondary Education (DESE) the ability to provide service coordination for eligible children and their families under this program, certifying that he/she meets all current state credentialing and/or licensure requirements established as of the effective date of this Agreement. Service coordination activities include the active monitoring, review, and revisions of the Individualized Family Service Plan (IFSP) with the family members and service providers; service delivery monitoring; advocacy; and transition services into, within and from the service delivery system. Service Coordinators are obligated to inform the family of their rights, opportunities, and responsibilities under this program in an accurate and timely manner.

The Service Coordinator further agrees to:

1. Be knowledgeable of and abide by all applicable federal, state and local laws, rules, regulations, and policies related to this program including but not limited to Part 303 (Early Intervention Program for Infants and Toddlers with Disabilities), Part 99 (Family Educational Rights and Privacy Act or FERPA) and Part 104 (Nondiscrimination on the Basis of Handicap or Section 504 regulations) of 34 CFR; and 42 U.S.C. Ch. 126, Sections 12101-12213 (the Americans with Disabilities Act or ADA).
2. To continually meet and maintain all applicable and necessary standards and regulations for licensing, credentialing, program licensure and funding requirements for services provided. This expressly includes the assurance by the Service Coordinator that he/she will complete all obligated licensure and credentialing activities within two (2) years of the effective date of enrollment with the Central Finance Office (CFO). The Service Coordinator understands and agrees that invoices will not be honored without proper licensing and credentialing activities completed.
3. Provide service coordination to eligible children and their families upon referral as set forth in the Individualized Family Service Plan (IFSP). These responsibilities include, but are not limited to:
 - Assisting in the implementation and monitoring of the IFSP with the parent/legal guardian(s).
 - Conducting formal and informal review of the IFSP with the parent/legal guardian and other IFSP service providers, ensuring that at least monthly, written progress reports are obtained from each provider and reviewed quarterly with the parent/legal guardian.
 - Facilitating the provision of evaluations and assessments at no cost to the family as requested by the IFSP Team.

- Facilitating the completion of the Combined Enrollment Form for any potentially eligible child and assisting the family in identifying and accessing additional resources and programs.
- Ensuring that, at a minimum a six-month review and an annual evaluation of the IFSP be conducted, and that the new IFSP generated from this evaluation meeting is incorporated into the child's record at the SPOE, and that the appropriate authorizations for funding are obtained.
- Meeting and communicating regularly with the parent/legal guardian as defined in the IFSP, conducting these contacts using a variety of face-to-face, telephone, written correspondence, and team meetings to ensure that the family is well-informed and an active participant in the implementation of the IFSP.
- Facilitating the transition activities into, within, and from the service system for eligible children.

4. Ensure that, at all times, their representation of DESE, including the SPOE(s) is accurate and family-centered, and that no activities are conducted that are adversarial to or inconsistent with local and state program policies, regulations, or practices.

5. Notify the SPOE of any planned or recommended changes in the delivery of services to eligible children under this Agreement, including the termination of services prior to the period of duration as reflected on the IFSP. This must take place within two days of parent/guardian signed consent.

6. Maintain the child's record at the SPOE for all referred and eligible children, with original copies of releases, IFSPs, correspondence, evaluation/assessment materials, and medical/health information and reports for five (5) years after the child has exited the First Steps system.

7. Submit progress reports on a quarterly basis to the SPOE and family for each individual child/family receiving service coordination services from this provider.

8. To complete the provider profile in the on-line Service Provider Matrix **within 15 calendar days** of notification of enrollment. The confirmation of enrollment letter will contain information about obtaining a password and entering provider information on-line.

DESE agrees:

1. To ensure that the Provider is included on the Service Provider Matrix for service coordination. This information shall be provided to each Local Interagency Coordinating Council and SPOE, shall be reviewed at least annually by the Service Coordinator, and shall be accurate and complete. Family members will be given options and choices of eligible Service Coordinators through the presentation and review of the Service Provider Matrix prior to implementation of the IFSP.
2. That the CFO uses a schedule of maximum allowable fee reimbursements for all authorized services including service coordination.
3. To ensure access to local and state training activities designed to promote quality service coordination activities for all enrolled and credentialed service coordinators within the catchment area.

The Service Coordinator and DESE mutually agree:

1. To ensure that local, state, and federal funds accessed to support some or all of the services for an eligible child reflect written, informed parental consent where required.
2. To ensure the provision of services using appropriately credentialed and/or licensed early intervention service providers, and maintain the integrity of the IFSP process through accurate and timely implementation of the services as mutually determined and agreed to by the IFSP Team, and consented to in writing by the child's parent/legal guardian.
3. To ensure that services are family-centered, inclusive, and culturally competent. The service coordinator acknowledges that family members are an integral part of service planning, delivery of the child's early intervention services, and the identification of the IFSP outcomes.
4. To ensure effective implementation of procedural safeguards for each eligible child and family, each Service Coordinator shall ensure that family members are knowledgeable about the services being provided and transition activities into, within, and from the service delivery system.
5. To participate in the routine monitoring and supervision activities as set forth, including self-assessment, on-site monitoring, data collection, and reporting obligations, record or chart audits, financial audits, complaint investigation, and consumer satisfaction surveys.

Conflict of Interest: No early intervention IFSP service provider may also be an assigned Service Coordinator for any child and family enrolled in First Steps. The Service Coordinator agrees that he/she, their spouse, children, or other relatives by direct descent or marriage shall not benefit directly or indirectly from the responsibilities and obligations agreed to within this Agreement. These obligations include, but are not limited to, referral activities for assessment, evaluation and/or direct service delivery for an eligible child and/or family.

Signature of Individual Provider

Date Signed

Provider Name (Printed)

Organization/Payee Name (Printed)